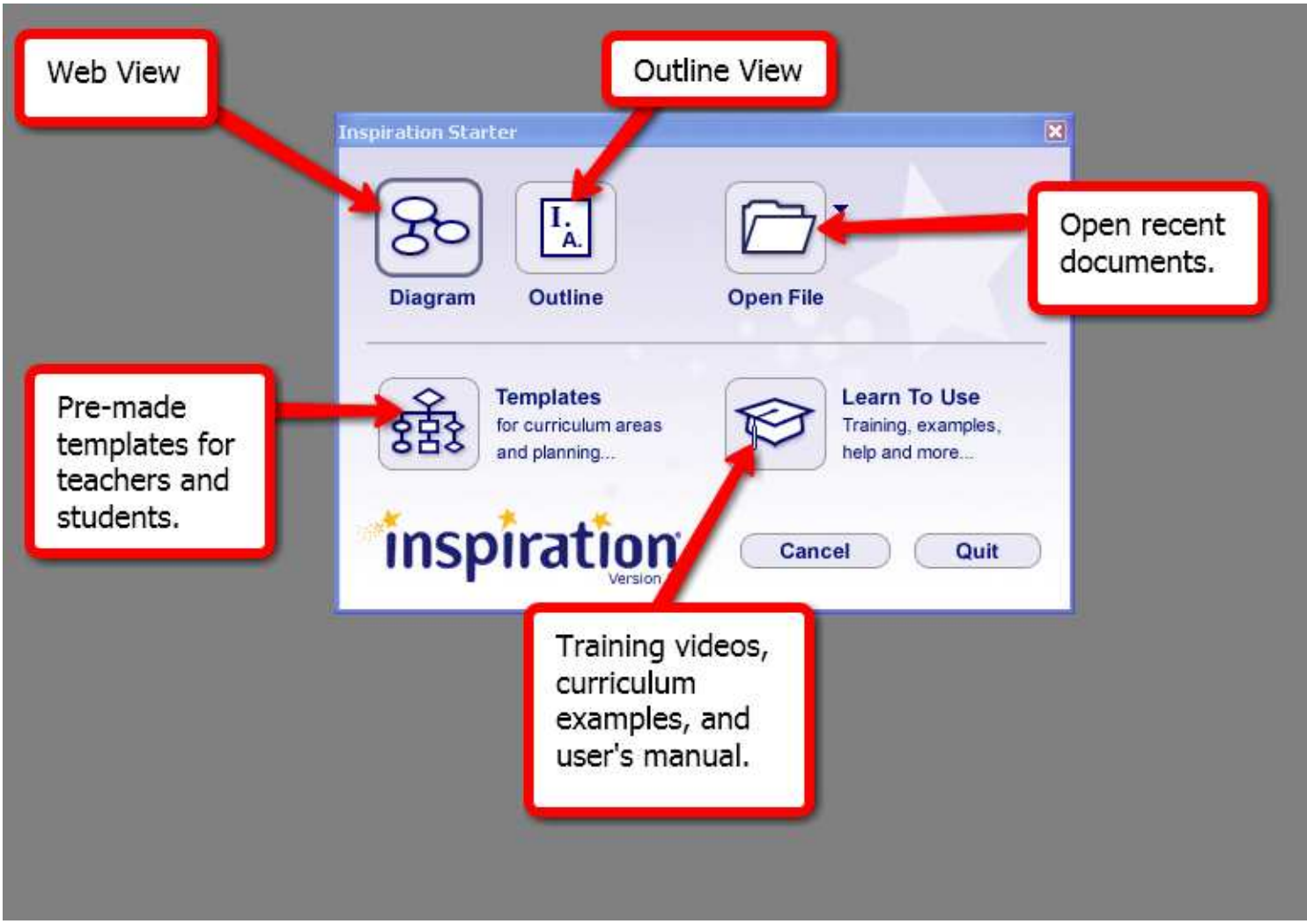
Introduction to Inspiration 8.0



Toolbars

Outline view presents ideas in linear outline format.

Used to quickly add sub-topics. Click on a topic and select the RapidFire button. This will place a red lightning bolt next to the word in your main topic. Begin typing and press enter. The new sub-topic will be linked to the main topic. To discontinue RapidFire mode, click outside the main topic or click the RapidFire button again.

Used to create new sub-topics. Move the cursor to the different arms of the Create button to select which direction the sub-topics will branch off the main topic.

Used to link ideas in web. Select an idea bubble shape (oval, cloud, star, etc.) from the Symbols Libraries and drag into Inspiration document. Click the link button. Drag the arrow to the idea to which you wish to link until the idea's bubble is selected, and click that bubble. You can add text to a link arrow by double clicking on the link. Type comments in the text box that appears.

Used to arrange ideas in different formats such as tree, web, and split tree. Use the dropdown arrow to select the format.

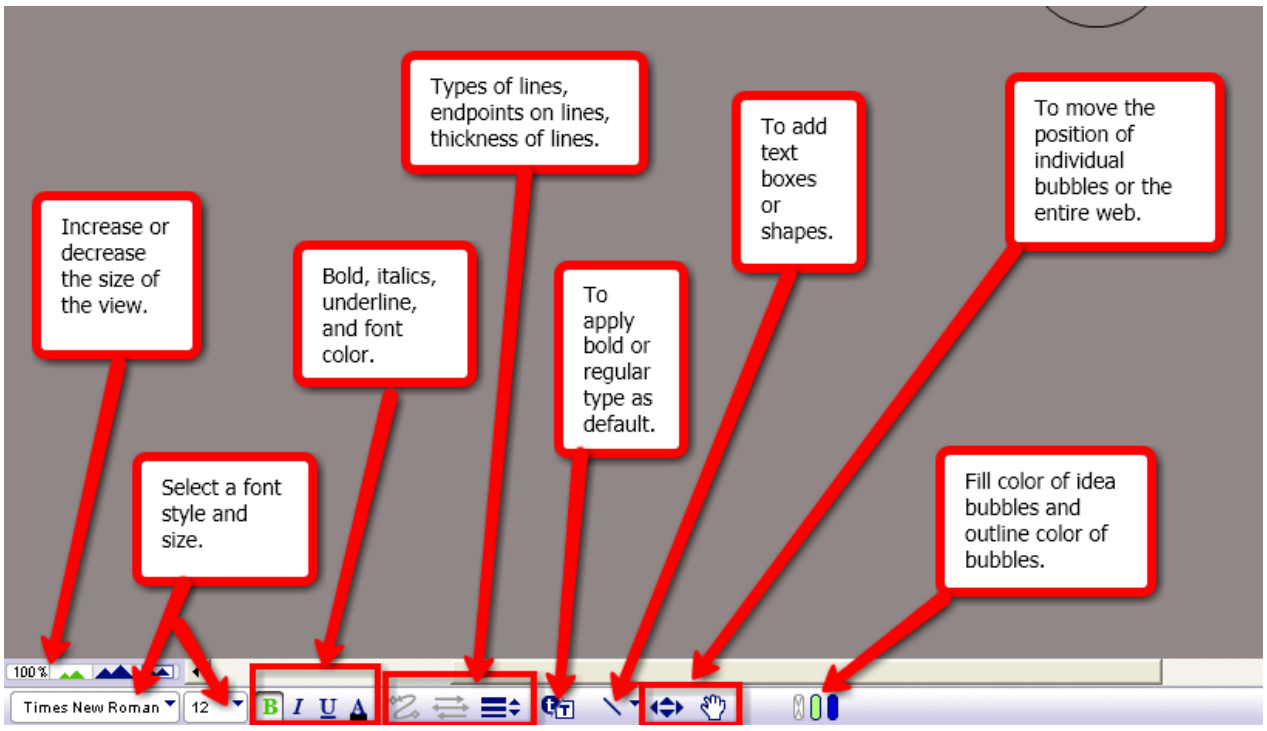
Used to add notes or information about an idea bubble. Click on an idea bubble. Select the Note button. A box will appear within which you can type notes. The box can then be closed and opened at any time by clicking on the note icon next to the idea bubble that has been highlighted.

Used to link to web pages, email, files, or other Inspiration documents. Click on an idea bubble. Select the Hyperlink button. Specify to where you want the link to navigate. Click OK.

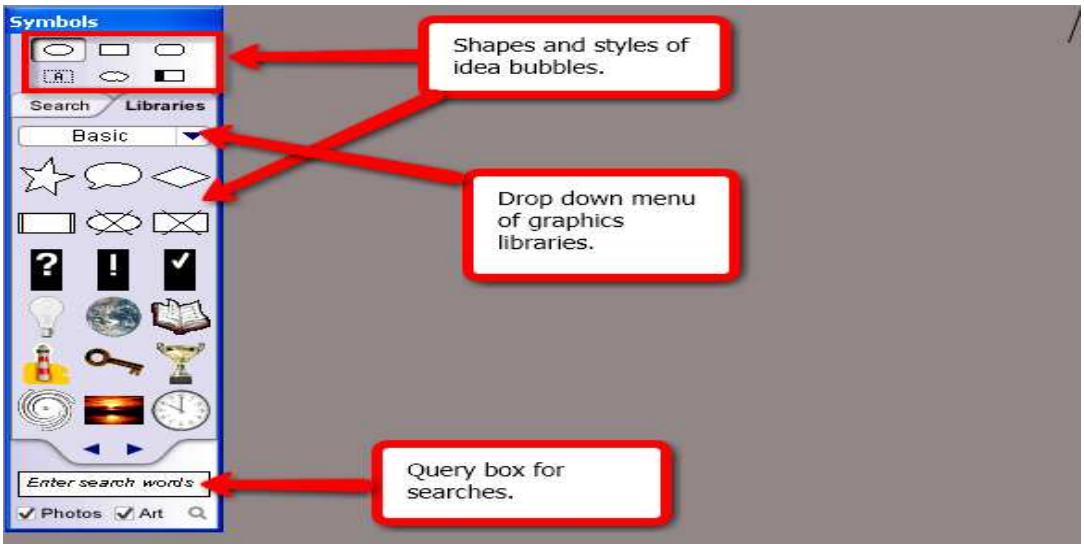
Used to check spelling, definitions, pronunciation, and synonyms of words. Highlight a word. Select the Word Guide button.

Used to transfer Inspiration web to a Word document. Click the Transfer button. Check what features you want to be included in the word processing document. Select Word document, and the Inspiration document automatically opens in Word.

Formatting Toolbar


Increase or decrease the size of the view.
Select a font style and size.
Bold, italics, underline, and font color.
Types of lines, endpoints on lines, thickness of lines.
To apply bold or regular type as default.
To add text boxes or shapes.
To move the position of individual bubbles or the entire web.
Fill color of idea bubbles and outline color of bubbles.
100 %
Times New Roman
12

Symbols Palette



Drop and Drag Symbols - Choose a library by clicking on the left and right arrows at the bottom of the library palette. OR click the down arrow on the right to go directly to a specific library. Drag or double click the symbol to place it on the diagram. Once on the diagram, double click the symbol to type a caption. You can resize the symbol by dragging out or in on the symbol's handles. Delete a symbol by selecting it in the diagram and using the delete key.

Note: If the symbols palette does not appear, use the View Menu and check Symbols Palette.

Note: If a bubble is selected in the diagram and you select a symbol from the library, the bubble will change to that symbol.

Working with Topics

How to Create, Change, and Delete Topics

1. Select a bubble style for a main topic from the symbols palette by clicking on it or clicking and dragging it into the diagram.
2. Click inside the bubble to add text. Highlight the text and use the text menu to change the font, style, size, alignment, and color of the text.
3. Change the color of the bubbles and the line outlining the bubbles by using the effects menu. Select a bubble, go to Effect, Fill Color, Line Color.
4. Add subtopics by using the RapidFire button or the Create button.
5. Delete topics by selecting a bubble and hitting delete.

Working with Links

How to Create, Change, and Delete Links

1. Use the RapidFire button or the Create button to make subtopics linked to other topics.
2. Use the Link button to connect separate idea bubbles. Select an idea bubble. Click on the link button. Select the idea bubble you want to connect.
3. Change the features and direction of links by highlighting a link and using the Link menu. Change the line thickness and color by highlighting a link and using the Effect menu.
4. Add text to a link by double clicking on a link and typing in the text box that appears.
5. Delete links by selecting the link and using the delete key.

Working with Diagram View and Outline View

Use the Outline button on the top left of the toolbar to change to a linear outline view. Change back to diagram view by selecting the Diagram button on the toolbar. You can also toggle back and forth between the two views by using control -T.

Templates

Pre-made templates are available in a couple of ways. When Inspiration is first opened, select Templates from the opening screen. Or, once a diagram is opened, go to File, Open template. Templates are available under these categories: Language Arts, Planning, Science, Social Studies, Thinking Skills.

Curriculum integration samples can be found at www.inspiration.com under the tab "Curriculum Integration." There are additional ideas for curriculum integration available at http://www.pkwy.k12.mo.us/CandD/staffdev/teachers/WEB/Inspiration.htm.

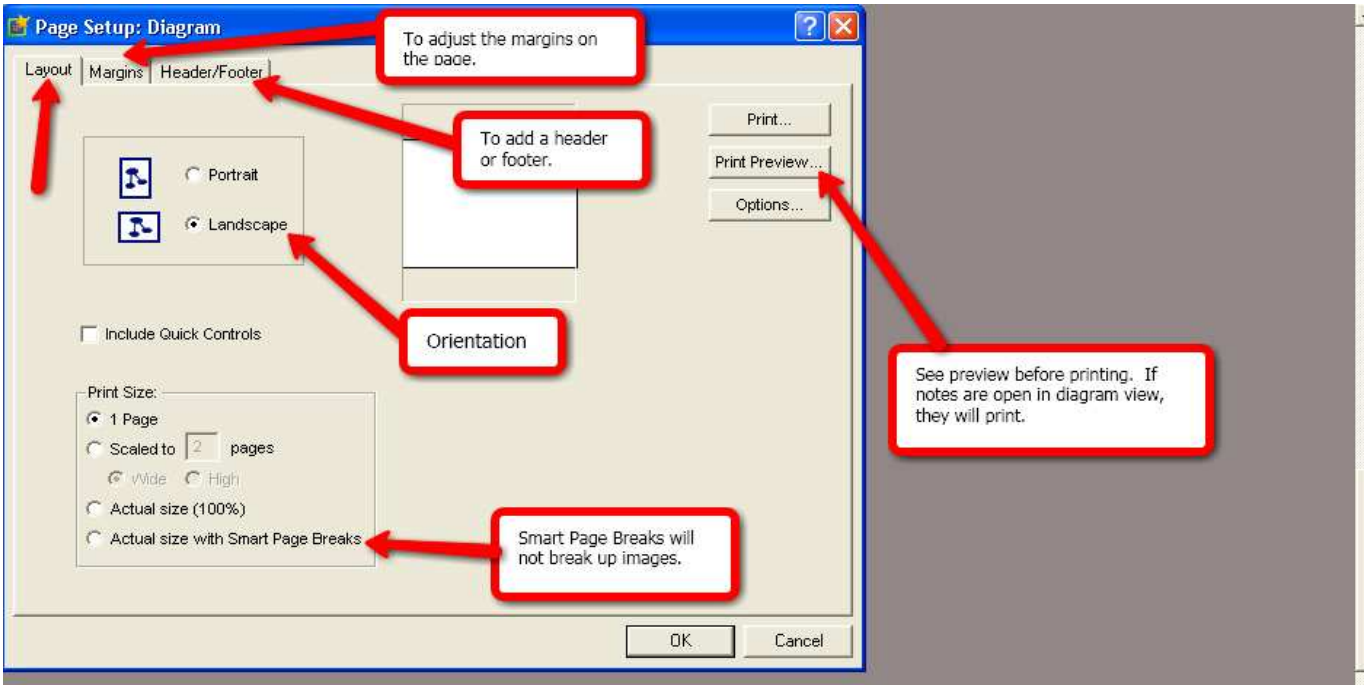
Teachers can also save Inspiration diagrams as templates. If these are shared with other computers, all students can use the template.

Export to Word

Select the Transfer button on the top right of the toolbar. You can choose to include the diagram, and you can select what parts of the outline you want to include. Click OK, and a Word document will automatically open with the Inspiration information in it.

Printing

To preview a document before printing, go to File menu, Page Set up.



Getting Help with Inspiration

When you open Inspiration, select the Learn to Use button on the opening screen. Training videos, curriculum examples, and a user's manual are found there.

Open Atomic Learning and enter Inspiration 8.0 PC in the search box. You will find 235 tutorials on Inspiration.